

Job description

- Title:** Trainee Investigator
- Reports to:** Operations Team Leader
- Location:** Birmingham, Canary Wharf, Cardiff, Croydon, Sale or Wakefield
- Grade:** 9
- Salary:** £29,400 per annum (increasing to £32,600 on promotion to Investigator, Grade 10)
London Weighting Allowance of £4,731 will be payable in addition, for roles in Canary Wharf or Croydon
- Contract:** This is a training contract lasting up to 24 months. Continuing permanent employment is subject to successful completion of the Trainee Investigator Programme and appointment to a permanent Investigator role.

Purpose

As a Trainee Investigator, you will be welcomed into a dynamic and inclusive Investigations team working locally and nationally on a wide range of IOPC investigations. The IOPC is on a journey to develop its culture, perspectives and ethos to support the organisation's core outcomes, and this is your opportunity to enter into the varied world of IOPC Investigations, allowing you to develop your mindset and approaches to contribute to improving the police complaints system in England and Wales.

You will engage in a Professionalising Investigations Programme Level 1 (PIP1) programme that is designed to develop your skills and knowledge as an investigator whilst working to achieve a qualification. The PIP1 development programme includes formal and, on the job, learning as well as the support to build a portfolio of evidence which will provide you with the skills and knowledge to become a PIP1 investigator. The PIP1 programme is a mandatory part of your role and promotion to investigator requires the PIP1 programme to be completed in full.

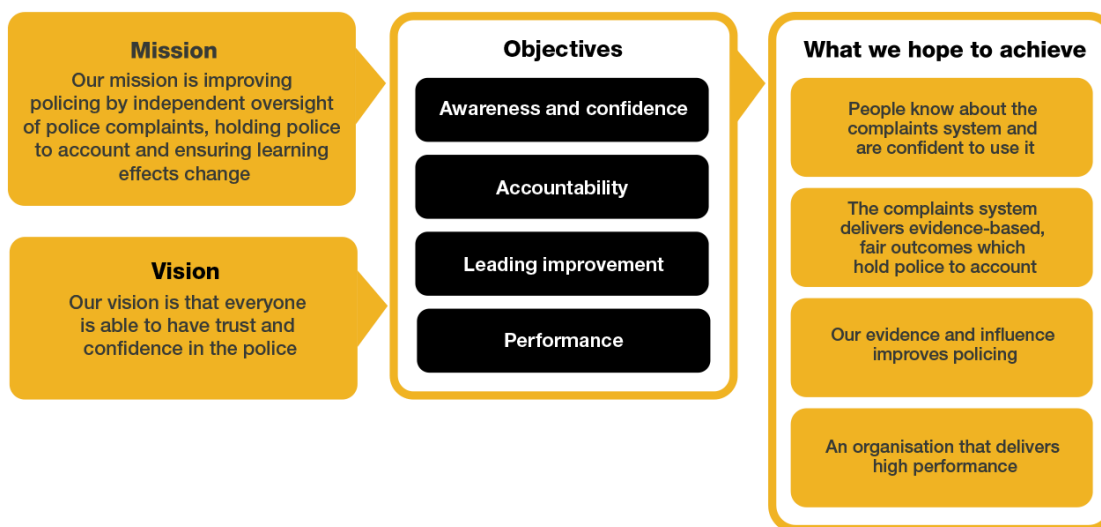
You will be responsible for contributing to the delivery of high quality, robust and independent investigations, demonstrating our core values in all aspects of your role. As an IOPC investigator, your role will consist of assisting with and conducting, a broad range of investigative tasks including but not limited to:

- Collecting and analysing evidence including writing reports
- Working to stringent IOPC guidelines
- Witness and subject investigative interviews
- Visiting incident scenes where required and assisting in action taken to preserve and recover evidence
- Attending postmortems
- Taking part in criminal, misconduct, and inquest proceedings
- Communicating effectively with complainants, bereaved families, and other internal and external stakeholders
- Working as part of a multi-disciplinary team with lawyers, press officers and others
- Taking responsibility for your personal development and producing an accreditation portfolio
- Shadowing an investigator in the 24 hour on call facility and being prepared to work unsociable and extended hours

After completion of the PIP1 programme, you will be expected to engage in the revalidation programme. Revalidation ensures that your skills and knowledge are enhanced and maintained in line with the PIP requirements. Full engagement with the revalidation process is mandatory.

Security Level: Baseline Standard

Organisational context



We work in the context of our agreed values which inform the way we do things at the IOPC. The Trainee Investigator will need to be committed to managing in the context of these values.

The IOPC is committed to **promoting equality and valuing diversity** in everything we do. Our vision is to be, and to be seen as, a leader in inclusive employment and services, demonstrating this ethos in everything that we do.

- As a silver standard Stonewall employer, we continue to commit ourselves to being a LGBTQ+ employer through the work of our Pride LGBTQ+ Staff Network, creating welcoming environments for lesbian, gay, bi and queer people.
- We are pleased to share we are a signatory of the Business in the Community Race at Work Charter. The Charter is composed of five [calls to action](#) for leaders and organisations across all sectors.
- Being a Disability Confident employer, the IOPC is dedicated to removing the barrier for disabled people to thrive in the workplace.
- Our Staff Networks are constantly working to make the IOPC the leaders of inclusive employment, from our Allyship Programme to [Operation Hotton](#), to [Welsh Language Standards](#) and Know the Line Policy, we are constantly seeking new ways to create an environment for all to develop and thrive.



Main duties and responsibilities

During their employment within this role the post holder will complete the Trainee Investigator training programme which includes formal and on the job training. This will provide them with the skills and knowledge to achieve PIP1. On the job training will be carried out within an operational investigations team and will consist of assisting with and, in due course, conducting, a broad range of investigative tasks including but not limited to:

- Investigative actions on independent investigations into criminal and misconduct allegations in accordance with agreed IOPC guidelines.
- Witness and subject investigative interviews.
- Evidence collection, analysis and presentation.
- Visit incident scenes where required and assist in action taken to preserve and recover evidence.
- Attend post-mortems.
- Take part in criminal, misconduct and inquest proceedings.
- Prepare disclosure schedules for court and inquest proceedings.
- Assist in writing final investigation reports, summarising and analysing evidence.
- Communicate effectively with complainants, bereaved families and other internal and external stakeholders.
- Work as part of a multi-disciplinary team with Commissioners, lawyers, press officers and others.
- Take responsibility for personal development and producing an accreditation portfolio.
- Shadow an investigator in the 24 hour on call facility and be prepared to work unsociable and extended hours.
- Assist the Directorate in achieving its key deliverables.

Person specification

Technical

Desirable

Driving licence valid in England & Wales. If not already held, employment will be conditional on passing the driving test within 12 months of starting employment. Once you are a qualified investigator, you will be expected to have the confidence to drive alone, in a fleet car, in all conditions including at night and on all road types such as motorways and country lanes.

Experience

Essential

- Analysing complex information and developing evidence-based conclusions, decisions or recommendations.
- Working with or assisting people from diverse backgrounds through active participation in community, voluntary or public-facing work.
- Working effectively in a team environment.
- Effective oral and written communication skills, including highly developed report writing skills.
- Evidence of excellent analytical and report writing skills; ability to reach and document clear, rational, evidence-based and independent decisions based on analysis of existing and emerging information.
- Experience of engaging effectively with a diverse range of people and stakeholders, and evidence of a commitment to equality and diversity within the workplace.
- Delivering a high standard of work within demanding timescales.
- Working effectively in a changing environment.

Skills and Abilities

Essential

- Ability to show initiative and adapt in a changing environment.
- Ability to recognise your development needs and be proactive in addressing them.
- Ability to prioritise and manage tasks effectively to deliver quality outcomes within demanding timescales.
- Ability to work effectively in a team with diverse ideas and people.
- Ability to communicate effectively both verbally and in writing and adapt communication styles as appropriate.
- Ability to analyse information and identify the key issues.
- Demonstrates the confidence and ability to cope with challenging situations.
- Ability to respond appropriately to the diverse needs of individuals and stakeholder groups.

Reasonable adjustments

The IOPC is a diverse and inclusive workplace, and we want to help you demonstrate your full potential whatever type of assessment is used. We are open to providing you with the tools you need to succeed, from extra time to formatting changes, to name a mere few. If you require any reasonable adjustments to our recruitment process, please email campaigns@policeconduct.gov.uk

Working conditions

The IOPC are currently consulting with our consultative bodies about proposed changes to our hybrid working policy which will require all staff to work 20% of their contractual hours at their office base (or another office for business reasons) from 1 September and increased to 40% from April next year. Office attendance time includes in-person training, meetings with stakeholders and families, and attending events.

Selection process

This vacancy is using **Success Profiles**. As part of the application process, you will be asked to complete 4 sift stage questions around Behaviours, Experience and IOPC Values.

During the selection process, we will assess you against the following Level 1 Behaviours:

- Communicating and influencing
- Working together

If we receive a larger number of applications, you will have to meet a satisfactory score on the first question relating to communicating and influencing for the rest of your application to be reviewed. Therefore, it is particularly important that your answer to this question is relevant and detailed.

Please note that your application for this role will purely be assessed against the answers you provide to the 4 questions. Other information provided at application stage, such as work history, will not be considered as part of the marking criteria. We ask that you ensure you provide sufficient details to demonstrate your suitability for the role within each response you provide to the 4 questions.

If you are successfully shortlisted, you will be invited to an assessment centre which will assess you in the following areas:

- Interview – behaviours assessed at this stage will be shared with you later in the process
- Written exercise
- Role play exercise

Should your application be successful, and you are invited to interview, the interviewers similarly will not have sight of the information you provide at the application stage. This further demonstrates the importance of providing an extensive insight of your knowledge, skills and experience during your interview to help you meet the success profiles you will be measured against.

Preparation checklist

- ☐ Review the full job description
- ☐ Review the behaviours and the descriptors for each behaviour
- ☐ Review the Strengths dictionary
- ☐ Review the IOPC values
- ☐ Consider your Strengths (if applicable)
- ☐ Consider drafting example answers that cover the specific elements
- ☐ Prepare some questions to ask the interviewers